

Update Purchasing

Division of Purchasing
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Remember to mark your calendar and plan to attend the Division of Purchasing “**5th Annual Vendor Fair**”, to be held May 20, 2008. This event will take place at the Holiday Inn Convention Center, located at 3300 Vista Avenue, Boise. We have a full day of activities planned and approximately 35 booths to visit. Soup & Salad Bar Lunch will be included with your free admission.

This event is open to all State and Public agency purchasing personnel for the purpose of interacting with your peers and sharing information with vendors, gaining additional product knowledge, and discussing available contracts and services.

There will be e procurement training available in the morning and afternoon. This is your opportunity to brush up on SICOMM and ask any questions about the latest upgrades and changes to the system.

If you have any suggestions for this year's fair, please contact me as quickly as possible with your ideas.



TRAINING/PURCHASING WORKSHOP'S

A Semi-Annual Purchasing Workshop will be held in Coeur d'Alene on April 29, 2008 from 9:00 am to 12:00 noon at the Idaho Transportation Dept. (ITD) Administration Building, Basement Conference Room – 600 W. Prairie Ave. More information and the agenda will be posted at a later date.

Visit our website for additional information and a schedule of training dates being held around the State. It is our intent to offer a Purchasing Workshop the day prior to these scheduled RFP training dates. Please mark your calendars to attend both events.

The Division of Purchasing will be presenting the next series of purchasing classes; “Developing and Evaluating a Request for Proposal (RFP)”. The first of these classes will be held in Coeur d'Alene on April 30, 2008. The next class will be held in Pocatello on June 12, 2008. A Semi-Annual Purchasing Workshop will be held in Pocatello on June 11, 2008 from 9:00 am to 12:00 noon at the Idaho State University. More information and the agenda will be posted at a later date.

The “Developing and Evaluating an RFP” class will present an overview of the following topics designed primarily for employees charged with purchasing for their agency, regardless of their job title. This is an eight (8) hour class that will be held from 8:30 am to 4:30 pm.

- Bids and quotes cannot always address the needs of the state. Generic specifications may not be available or difficult or impossible to draft and conventional evaluation for award based on lowest cost bid may not get the product or service required. Many high tech products and complex services cannot be obtained by conventional bidding. The Request for Proposal (RFP) is a solicitation used for situations like these. The RFP is a formal competitive sealed bid process. The RFP outlines the requirements of the state by describing the purpose, scope, description, minimum requirements or expectations, qualifications or capability of the proposers, evaluation criteria, and other requirements. In the RFP response, the vendor offers a solution for the particular need described in the RFP. The RFP is evaluated according to predetermined weighted standards. After evaluation, discussions with qualified vendors may be allowed to explain or clarify proposals and for a “Best and Final Offer.” After completion of the RFP process negotiations may, in some circumstances, be utilized to secure more advantageous terms or reduced cost. This class will help you to understand and develop a Request for Proposal and an Evaluation plan. It will present information in the following areas necessary for a successful RFP: • Preparation • Creation • Evaluation
- This class will include some practical hands-on exercises which will help to reinforce the learning points.

There is no cost to attend these classes. Please register for these workshops online at: <http://www.adm.idaho.gov/purchasing/training.htm> or call our office at (208) 327-7465 if you need additional information.



NIGP WORKSHOP

The Idaho Division of Purchasing has a special request to bring the following class to Boise; this class is only offered through NIGP. We have scheduled this training class for two (2) days. Visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to register.

The NIGP Seminar, “PROCUREMENT UNDER GRANTS AND FEDERAL PROGRAMS” (CEU Units 1.5) will be held on May 14 & 15, 2008. Please send an e mail to pearl.smith@adm.idaho.gov if you need more information. The cost is \$350.00 per person for the two (2) day seminar.

The instructor for this class is Leslie Vallie, CPPO. Les Vallie has over thirty years experience in the Procurement and Contracting profession. He holds bachelors degrees in Governmental Contracting and Finance, and a master's certificate in Contract Management from George Washington University.

This course is designed to equip the procurement professional with a solid understanding of grants and federal programs. Participants will evaluate federal requirements for unique criteria; formulate plans to procure under grant and other federal program rules utilizing the correct model format and successfully apply the resulting purchasing and subsequent contracts in an acceptable manner.

The intended audience: Open to all purchasing and procurement professionals involved with acquisitions and contracts requiring the use of federal monies.

Remember - Seminar credits can be used for UPPCC certification and re-certification!



STATEWIDE CONTRACT NEWS/UPDATES

New bids for both the CDL Alcohol and Controlled Substance Testing Services and Paint and Supplies are being developed. The previous bids for these contracts were cancelled.

If you have any questions, contact Jason Urquhart at 332-1608 or e mail; jason.urquhart@adm.idaho.gov

Statewide Vehicle purchases – Don't forget Executive Order 2007-21 requires justification for four wheel drive, sport utility and specialty vehicles. Ford Hybrids have been added to the contract. If you require a Toyota Prius Hybrid please contact Anthony Opalka, these will be purchased on an as-needed basis or until a statewide agreement can be completed. When submitting a requisition, electronically via sicomm.net or manually on a DA-01, an electronic copy of the Vehicle Order Form (VOF) must be provided. Attach to the electronic requisition or email as an attachment to Anthony.opalka@adm.idaho.gov

Statewide Fleet Fuel Card – Testing with the new provider, ComData is underway. We will close the January cycle the end of January and move into billing, payment and data transfer the first two weeks in February. So far all testing has yielded a positive transition. In an effort to have all account information taken from Wright Express verified and updated, the fuel card account administrators and managers are being contacted with their agency information. Idaho has over 150 accounts and in excess of 8,000 cards to transition. If you are the administrator or manager of your agencies account and you have not been contacted by Division of Purchasing by January 31, 2008 you must contact Anthony Opalka to ensure we don't miss anyone. Web based training will begin in February and limited on-site training for larger agencies will be provided the last week of February. Most agencies will use the web-based training. The schedule for those sessions is being established. Look for more information in a separate announcement
On-Site training - Detailed information (directions, times, parking, etc.) will come out in a formal notice; you will be required to sign up for on-site training due to limited space.
Here are the dates and locations, class times to follow.

February 25 – Boise @ Idaho Transportation Department HQ

February 26 – Pocatello @ ISU Rendezvous "B" Facility

February 28 – Coeur d'Alene @ Idaho Transportation Department facility

SPBO 1188-03 – Statewide Office Supply Contract

Please note that the new office supply catalogs are now available. You can order them on line by going to <http://www.officemaxsolutions.com/> and selecting "J9catalog08" or by contacting your local representative

If you have any questions regarding the Office Supplies Contract, please contact Bonnie Sletten at 332-1606 or e mail; bonnie.sletten@adm.idaho.gov

If you have any questions regarding the Copier Contracts, please contact Sarah Hilderbrand at 332-1631 or e mail; sarah.hilderbrand@adm.idaho.gov

For copies of the Statewide contracts visit our website: www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.



Sicomm Updates

Now that the new enhancements to Sicomm have been implemented we have experienced a few hic-ups and are working diligently to get them resolved quickly. For the most part we have experienced only a couple of issues for this past week. Please keep in mind that it is important that we are tracking and reporting any finding that arises.

Reporting Software Issues

As the Sicomm System Administrator I am here to help. In order to assist in the tracking and documentation of reported software issues, please follow this process to report technical issues or request technical assistance:

When you are reporting a problem or request assistance for Sicomm please call me at 332-1606 or email me first. Bonnie.Sletten@adm.idaho.gov

If you send an email, please include the document #s you have (PREQ, REQ, RFQ, POs, etc) and the steps you took (as detailed as possible) that generated the problem. This information is very important in helping us to diagnose/ troubleshoot the problem.

Most often I will be able to assist and resolve the issue. If I am unable to resolve the issue I will forward the information on to Sicomm.

Also, DOP and SicommNet request that phoned-in requests directly to Sicomm be avoided unless it is an emergency situation. Again, please include the document #s you have (PREQ, REQ, RFQ, POs, etc) and the steps you took (as detailed as possible) that generated the problem.

This process will allow SicommNet and DOP System Administrator to stay fully informed of all issues and collaborate on their resolution. It will also allow us to provide better customer service to our end-users through the documentation and tracking of all issues with all members of SicommNet's Technical Support team.



PROMOTIONS/NEW FACES

Shannan Thomas, is the new Senior Buyer for Boise State University. She comes from Micron Technology Purchasing with experience in several areas including IT hardware, software and furniture. Previously she managed multiple Low Income Housing Tax Credit and Rural Development multi-family properties in three (3) states and was responsible for planning, soliciting, negotiating and managing awarded contracts for large capital improvements.

Sincere apologies if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others.

TIPS AND REMINDERS

IT PURCHASES - All Information Technology procurements must be approved by the ITRMC staff. To that end, we will now send all requisitions, whether received as hardcopy (DA-1) or through Sicomm, to the office of the CIO for approval prior to our processing them. If you have any questions on this, call Gregory Lindstrom at 332-1609 or Mark Little at 332-1611.



PRINTING & RECIPROCAL PREFERENCES IN IDAHO

20.5 Purchasing Rules and Methods

Printing projects are subject to normal purchasing rules and procedures regarding informal quotes (Request For Quotations) or formal sealed bids (Invitation To Bids) found in the Division of Purchasing Rules IDAPA 38.05.01. The complete Division of Purchasing Rules may be accessed through the Internet at the Idaho purchasing Homepage website (<http://www.adm.idaho.gov/purchasing>)

Less Than \$5,000

Printing jobs costing **less than \$5,000**, not available on statewide contracts, do not require competitive bidding. They may be purchased as the agency sees fit, in accordance with good business practice and in the best interests of the State.

20.6 Special Bidding/Evaluation Requirements

In addition to the above rules, there are special requirements for solicitations of printing. *Idaho Code 60-101, 60-103* specifies that printing shall be done within the State of Idaho unless the cost is shown to be 10% higher than printing done outside of the State. For this reason, per *Idaho Code 67-2349* regarding Idaho Reciprocal Preference Law applies: for bids or quotations for printing being produced outside of the State of Idaho, 10% additional cost is added to the bid for evaluation purposes only. The additional 10% is not added to any purchase order or contract that may result from the bidding process; it is for bid award purposes only.

20.7 Idaho Reciprocal Preference Law

In addition to the above statute, the Idaho Reciprocal Preference Law (*Idaho Code 67-2349*) can also cause bids from out-of-state bidders to be evaluated at a higher cost than is actually written on the bid. Some states provide a preference for vendors within their state and add a percentage to bids from outside their state. Where that happens, the State of Idaho responds in like manner by adding the same percentage to bids received from vendors who are not "domiciled" in Idaho. Domiciled means: where a corporation is chartered or incorporated or where a sole proprietor or partnership is located or has its permanent headquarters. Bidders domiciled in states other than Idaho who have a "significant Idaho economic presence" for one year preceding the bid date, may be considered an Idaho domiciled bidder.

The most current information on preferences in other states is available on the Division of Purchasing web site.

Purchasing Q & A

Q: Can my agency purchase from GSA contracts without bidding?

A: Yes, but under limited circumstances. *Idaho Code 67-5724A* allows for the purchase of services or property from General Services Administration Federal Supply Schedule contracts, instead of soliciting bids, provided that the contractor agrees in writing to extend GSA pricing, terms and conditions *and the Administrator of the Division of Purchasing considers the price to be advantageous to the state.*

Purchasing Rule 42 further clarifies the procedure. It says:

08. Purchases from General Services Administration Federal Supply Contractors. Acquisitions of property may be made from General Services Administration federal supply contractors without the use of competitive bid. The administrator shall determine whether such property meets the purchasing activity's requirements and whether the price of acquisition is advantageous to the state. *The administrator shall commemorate the determination in a written statement that shall be incorporated in the applicable file.* If the administrator determines that the acquisition of property from General Services Administration contractors is not advantageous to the state, the acquisition shall be in accordance with competitive bidding procedures and requirements.

In summary: Purchases from GSA contracts must be approved in writing by the Administrator of the Division of Purchasing. Agencies wishing to use GSA contracts should submit their request to the Division of Purchasing, including the rationale as to why the acquisition is advantageous to the state. Where the Division has investigated pricing on GSA contracts in the past, we have found the pricing not advantageous. In many cases the specifications of the GSA contracts do not meet our requirements and the terms and conditions are not beneficial to the state.

Q: Who do I contact at the Division of Purchasing to answer my questions?

A: The following list shows the personnel at the Division of Purchasing and outlines the areas for which they are primarily responsible. As necessary, other purchasing officers may purchase goods and services outside of their assigned areas. To be able to respond to your questions in a timely manner and help to improve our customer service, please contact the appropriate purchasing officer for your subject matter.

NOTE: If you have a specific question about an existing contract, always contact the purchasing officer for that specific contract first.

Gregory Lindstrom, Information Technology Purchasing Officer, 332-1609
Hardware, computer system, printers, drives, controllers, storage devices
Software solution packages, Circuits (Data and Telephone)

Bonnie Sletten, Purchasing Officer, 332-1606
SICOMM Administrator
Printing, Books and Bindery, Business Cards, Forms, Letterhead and Envelopes
Office Supplies, Fire Protection and Safety Equipment, Chemical Supplies
Furniture – Office, School, Institutional
Sporting, Athletic and Other Outdoor Equipment and Services
PBX Phones and Radio Equipment

Dick Vogel, Purchasing Officer, 332-1605
Heavy Duty Vehicles & Equipment – Highway, Construction, Buses, Agricultural
Janitorial, Building & Grounds Maintenance Equipment, Supplies and Services
Postal Equipment
Boat and Motors, Boat Docks
Student and Athletic Insurance
Copy Paper (bond and colored)
Grainger's Industrial Tools and Supplies
Tires and Tubes

Mary Jepsen, Purchasing Officer, 332-1607
Contraxx Administrator
MMCAP, Medical Pharmaceuticals, Hospital, Surgical and related
Personal Hygiene and Grooming Equipment
Commercial Equipment, Dishwashers, Kitchen equipment, washers, etc.

[Anthony Opalka](#), Purchasing Officer, 332-1603

Light Duty Vehicles & Related Automotive Parts, Supplies and Services– Cars and Pickups

ComData Gas Card

Highway and Traffic Materials

Fuels and Propane

Web Services, Public TV related Equipment, Electronic Components

Charter Airlines

Seed, Soil, Sod and Inoculants

Dry Cell Batteries

[Jason Urquhart](#), Purchasing Officer, 332-1608

PCARD Administrator

Paper and Plastic Products – Towels, Tissue, Plates, Cups, Plastic Bags, etc.

Ammunition, Clothing and Uniforms

Water and Waste Water Treating Systems, Septic Pumping

Paint and Paint Products

Food, Dairy and Related Equipment and Services

[Sarah Hilderbrand](#), Purchasing Officer, 332-1631

Legal Misc, Price Agreements

Architectural and Professional Services, Buildings and Structures

Leases and Rentals, Educational Services, Personal Temporary Services

Marketing and Promotional

Photo Copiers, Fax Machines

Fishers Scientific Contract, Lab Equipment

[Pearl Smith](#), Purchasing Training Officer, 332-1612

Purchasing Training Coordinator

Veterinary Equipment, Animal Supplies, Elk and Deer Feed

Live Animals and Related Services, Fish, Fowl, Goats, etc.

Recreational Equipment, Park and Playground, Motorcycles, ATV's, Campers

Employee Awards, Engraved Plates

[Mark Little](#), State Purchasing Manager, 332-1611

Other commodities not listed above

Purchasing laws, rules, procedures and policies

For Public Works projects contact:

[Division of Public Works](#), 332-1901

Building Construction and Remodels

The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov